



**Solicitation Information
December 9, 2015**

RFI# 7550120

Title: Prevention Task Force Redesign

Submission Deadline: January 14, 2016 at 10:30 am (ET)

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **December 21, 2015 at 10:00 am (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis

Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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1.0 INTRODUCTION

The Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) is soliciting responses from qualified entities to explore opportunities to redesign the delivery of the work of the substance abuse prevention task forces as defined by Rhode Island Substance Abuse Prevention Act, chapter 16-21.2-2, into Prevention Councils with a redesigned prevention delivery system, for which we are soliciting input. The Department seeks to implement its vision to employ a population health model throughout the Division of Behavioral Healthcare and encourage partnerships among the mental health, substance treatment and prevention fields. The vision for the Prevention Councils is that they act as a catalyst and mobilize key community partners (community mental health centers, community health centers, schools, law enforcement, youth serving organizations, parents, youth, etc.) to deliver a life span approach across the continuum that focuses on priority populations and activities including but not limited to substance abuse prevention and mental health promotion.. A key component will include the development of a timeline that moves from funding programs to funding planning, coordination and implementation. This change which has been precipitated by dramatic shifts in both level and source of funding for community level prevention planning will allow for the development of community based programs that are sustainable. Our goal is to move the locus of responsibility from the current underfunded system to more sustainable and appropriate funding stream.

The State invites feedback from the community on any questions posed in this RFI. Please note it is not a requirement to answer all questions.

This is a Request for Information (RFI). No award will be made as a result of this solicitation.

1.1 INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. The State invites feedback from the community on any questions posed in this RFI. Please note it is not a requirement to answer all questions.
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFI are solicited.
4. This is a Request for Information (RFI), and as such no award will be made as a result of this solicitation.
5. All costs associated with developing or submitting responses to this RFI, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for any costs.

6. Responses misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. Respondents are advised that all materials submitted to the State for consideration in response to this RFI will not be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island. The responses may only be released for inspection upon RFI once an award of a subsequent procurement has been made, as long as the release will not place the State at a competitive disadvantage in its sole discretion.
8. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFI.
9. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
10. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
11. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov.

2.0 Request for Information

This RFI outlines the type of information being solicited from potential respondents and includes guidelines for content and format of responses.

2.1 REQUIREMENTS AND DEADLINES FOR QUESTIONS AND RESPONSES

2.1.1 QUESTIONS

Questions concerning this RFI may be e-mailed to the Division of Purchases at david.francis@purchasing.ri.gov no later than the date and time indicated on page one of this RFI. Please reference **RFI # 7550120** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this RFI. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties regarding this RFI should be attempted.** Responses to this RFI should be submitted on or before the date listed on the cover page. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases may not be considered.

2.1.2 RESPONSES

Submit one (1) original and two (2) copies, and one electronic copy of responses by the date and time stated on page one of this RFI. Submissions should be single spaced on 8 ½” by 11” pages with 1” margins using Times Roman 12 font.

Responses (an original plus two (2) copies/one electronic copy) must be mailed or hand-delivered in a sealed envelope marked “**RFI# 7550120 Prevention Task Force Redesign**” to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Responses received after the above-referenced due date and time may not be considered. Responses misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time may be determined to be late and may not be considered.

Responses faxed, or emailed, to the Division of Purchases may not be considered. The official time clock is in the reception area of the Division of Purchases.

Based on the responses, Rhode Island may invite a vendor to present their approach and demonstrate their technical solution.

2.2 Introduction

The Rhode Island Division of Purchases (“Division”), on behalf of the State of Rhode Island (“State”, “Rhode Island”, or “RI”), is issuing this Request for Information (“RFI”) to solicit specific information to inform the structure and functionality of prevention councils.

2.3 Purpose of this Request for Information

RI is currently considering various models of organization and contracting strategies as it seeks to create sustainable prevention councils that act as catalyst in bringing resources together to address local needs. RI has identified three scenarios to achieve this outcome. The purpose of this RFI is to obtain feedback and insight from interested parties about the strengths and limitations of each scenario and to obtain recommendations for any alternative opportunities and/or approaches.

RI envisions that the redesigned prevention councils will align with the statewide prevention and workforce development plans and inform the delivery of services for communities’ priorities that include representation of the communities, cultures and sectors of the defined area, including key organizations involved in public health activities that assess needs, guide decision-making and encourage shared resources and investments in positive health outcomes. Each region should achieve the following:

1. Use of the Strategic Prevention Framework for community assessment, capacity building, planning, implementation and evaluation.
2. Develop a 5 year plan that aligns with the State Substance Abuse Prevention Strategic Plan and Workforce Development Plan.
3. Demonstrate coverage of at least 4 of the 5 of the CSAP prevention activities (Dissemination of Information, Prevention Education, Alternative Activities, Community Based Processes, and Environmental Approaches) throughout the region in a work plan that allocates time and funds.
4. Develop a work plan that supports at least 4 out of the 5 CSAP prevention activities mentioned above.
5. Enter data into the IMPACT prevention data collection system
6. Plan to administer the Rhode Island Student Survey
7. Implement and enforce SYNAR
8. Plan for staff certification by the RI Certification Board as a Prevention Specialist or Associate Prevention Specialist.

2.4 Background

The Department’s Division of Behavioral Healthcare (DBH) is the state mental health authority and the co-single state authority for substance use and primary prevention. DBH is responsible for policy, planning and ensuring quality services for the individuals served with mental health and substance use disorders, as well as, augmenting a system for primary prevention. The Division also administers the Community Mental Health Services and Substance Abuse Prevention and Treatment Block Grant, which includes conducting community-wide needs assessments, identifying gaps in the continuum of services and developing a statewide plan to address identified issues. DBH is also eligible as the State’s Mental Health and Substance Use Disorder Authority to apply for discretionary funds from the Substance Abuse and Mental Health Services Administration (SAMHSA).

The department's prevention system has consisted of three major components: municipal task forces (Councils) established by the Rhode Island Substance Abuse Prevention Act (RISAPA); student assistance programs also established by legislation; and community-based programs, largely curricular in nature, all funded with federal dollars. During its 2008 session, the General Assembly passed legislation amending the RISAPA and allowed the state to establish regional Councils.

Currently, the task forces represented all but one of the communities of the state's 39 municipalities organized into 34 task forces and promote comprehensive prevention programming at the community level. The task forces are required to conduct local needs assessments and engage in planning, implementing, and evaluating preventative interventions designed to produce long-term reductions in rates of alcohol, tobacco, marijuana, and other drug use and abuse, including prescription drugs.

Over the past three years, there have been dramatic shifts in both the sources and levels of funding available to conduct the tasks and activities described above. State General Revenue, which had long provided the funding for these activities, was eliminated completely at the end of state fiscal year 2014 (June 30, 2014). For two years prior to the elimination of all state funding, there was a split between state funding and use of funds from the state's federal Substance Abuse Block Grant (SABG). The SABG has rigorous reporting and programmatic requirements requiring extensive programmatic monitoring and data collection. As the level of funding moved from state sources to federal sources the burden of programmatic monitoring (including monitoring contract compliance) and data collection grew exponentially with no additional human resources to offset the burden.

The purpose of this RFI is to provide system coordination, which will increase the capacity of the local communities to implement this work, while promoting efficiencies in process and improved outcomes. Through the redesign of the Prevention Councils, Rhode Island will enhance its infrastructure to improve outcomes and develop measurable goals to increase the effectiveness and sustainability of evidence based and evidence informed practices. BHDDH will rely on this initiative to transform the system to reflect a population health approach and leverage other state initiatives to improve the health and well-being of all Rhode Islanders.

2.5 Overview

RI is requesting information about the most efficient and effective strategy to deliver quality population health planning that would promote sustainability of CSAP prevention activities. The Department has established the following three scenarios as possible strategies for achieving our goals:

- 1) **Administrative Service Organization (ASO)**– All dollars allocated to Prevention/Promotion Councils will be contracted to an ASO. The ASO will be responsible for processing annual applications (program plans) of interested municipal Councils into the network. Enrolled Councils will receive a base award directly from the ASO. The ASO in consultation with DBH will establish criteria for performance and

monitor performance through the IMPACT system. Councils may be eligible to receive additional funds based upon performance. The ASO will process and pay invoices.

- 2) Mega Councils – Interested existing Councils in a designated geographical area *will form a mega Council. The mega collation is responsible for collectively producing a single program plan and budget representing the priorities of its member Councils. A member Council or other independent organization will be identified as the fiduciary for the Council contract. This entity is responsible for all requirements in the contract and subcontracting of funds.
- 3) Regional Councils – A single Council will be formed to represent a designated geographical area, for example, Providence, Washington County, Kent County, East Bay, Providence County or Northern, Southern, East Bay and Central. A program plan and budget will be developed representing the priorities of the region. The fiduciary for the region will be the new Council itself or an existing regional based entity, e.g. Community Mental Health Center, Community Health Centers.
- 4) TBD – left open to RFI responses, please feel free to suggest another alternative.

3.0 Content of Response

The following outline (and suggested page counts) is intended to minimize the effort of the respondent and structure the response for ease of analysis. The listed questions can be used to guide responses; please note that an answer to each question is not required. **Concise responses** are appreciated.

Section 1 Vendor Profile (1 page)

- Please provide a brief description of your organization. Please be sure to include your organization's interest in this project and (if applicable) experience with the current prevention Councils.

Section 2 Redesign Processes (1page)

- What are key elements and steps in the redesign of the prevention councils? What challenges would you anticipate?
- Are there additional elements involved in the redesign processes that RI has not recognized? (Please see beginning sections for reference.).
- Develop a plan to sustain your organization/program.

Section CSAP 6 (1 page)

- Please describe your experience with implementing the CSAP 6 (See Section 2.3.3), prevention activities at the local level.
- Has your organization leveraged dollars to implement any of these activities, outside of the Block Grant?
- What are the most efficient and effective strategies to implementing regional planning and coordination?

Section 5 Fiduciary Agents (2-3pages)

- What is the best way to determine the appropriate fiduciary agent?
- Please describe the risks and benefits of each.

Section 6 Options Evaluation (4-6 pages)

- Given the three options RI has identified or another implementation you have recommended, and the in-state resources available, which model would you recommend and why? Please address the following:
 - Ability to meet RI goals for a public health approach
 - Long term sustainability
 - Coordination of planning
 - Overall efficiency
- What improvements, if any, would you make to your preferred model?
- Please discuss the overall strengths and weaknesses of your preferred model.
- What could RI do to improve the infrastructure and quality under your preferred model?
- Please discuss any other recommendations you may have.

Section 7 Timeline (1-2 pages)

- Please provide a proposed 2 year timeline for your recommended approach.

Section 8 Feasibility and Cost Assessment (1 page)

- Please rank cost of all options (including your own recommendation, if applicable) and include explanation of your rationale for the rankings.

Section 9 Referenced Documents (1 page)

- Please include any documents referenced in this RFI.

Section 10: Elements of RFP Cost Estimate (2 pages)

BHDDH seeks to develop a complete and accurate set of specifications for potential vendors to consider in developing a response to a future RFP through this RFI. Funds will be allocated using a formula distribution that will be based on several variables. BHDDH is seeking your input on the variables that should be considered.

BHDDH will use a data driven model that incorporates performance incentives. Below are examples of potential incentives. Please provide your thoughts on the incentives listed below, as well as, other incentives that would be explored.

- Leveraging of funds outside of this contract for the purpose of services/events. The focus of this contract/RFP is not to simply fund prevention services with the highest attendance. The focus is the coordination of the community for sustainability of a service continuum.
- Improvements in pre-post tests
- The amount of additional funds obtained for prevention and promotion activities
- The amount of pooled, blended or braided funding for prevention and promotion activities
- The number of organizations sharing resources
- The number of evidence-based practices/activities
- Other incentives you deem as appropriate under this RFI.

Section 11: Other Information (2 pages)

Please share other information you feel the state should take into consideration and other information as it pertains to:

- tasks involved in redesign
- optimizing state infrastructure
- recommendation of additional option(s)
- any other area you deem as appropriate under this RFI

Disclaimer

This Request for Information is solely for information and planning purposes and does not constitute a Request for Proposal. All information received in response to the RFI and marked as “Proprietary” will be handled accordingly. Responses to the RFI cannot be accepted by the State to form a binding contract. Responses to the RFI will not be returned. Respondents are solely responsible for all expenses associated with replying to this RFI.

END